STATE OF CALIFORNIA

SAVINGS PLUS PROGRAM

Transaction Authorization Form

SPP 2000 new 12/99

USE THIS FORM TO ENROLL IN THE SAVINGS PLUS PROGRAM. WHEN YOUR ACCOUNT IS ESTABLISHED, YOU WILL RECEIVE YOUR PERSONAL IDENTIFICATION NUMBER (PIN) AND COMPLETE INSTRUCTIONS ON HOW TO SET UP YOUR PAYROLL DEFERRAL AMOUNT(S) AND MAKE YOUR INVESTMENT ELECTION(S).

Please read the information on the reverse side before signing below.

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER --- ---
ADDRESS			DATE OF BIRTH --- --- MONTH DAY YEAR
CITY	STATE	ZIP CODE	DAYTIME TELEPHONE NUMBER WITH AREA CODE ( )

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Savings Plus Program for purposes of identification and account processing. It is mandatory that you furnish all information requested on this form. Failure to provide mandatory information may result in action requested not being processed.

I elect to enroll in: ❑ **401(k) Thrift Plan** ❑ **457 Deferred Compensation Plan**

Note: You may enroll in either or both plans

Important: This form is for NEW ENROLLMENTS in the 401(k) Thrift Plan or the 457 DCP. If you already have an account call the VRS (1-800-827-5000) or use the Internet (www.drs.dreyfus.com) and use or request your PIN to make changes to your account.

MY PAY FREQUENCY:	❑	Monthly	❑	Semi-Monthly/Bi-Weekly
MY PAYROLL WARRANT/CHECK COMES FROM:	❑	State Controller	❑	Senate
	❑	Assembly	❑	Legislative Analyst Office
	❑	____________________		

Note: Checking the incorrect payroll office may delay your authorization being processed.

Acknowledgement: I acknowledge that once I have enrolled in the Savings Plus Program (SPP) I will be assigned a Personal Identification Number (PIN). I authorize the Savings Plus Program Recordkeeper to act upon electronic instructions with respect to the investment of assets held in my account under the Plan from any person representing himself or herself to be me and furnishing proper identifying information.

As a participant of the SPP, I understand:

- I must use the Voice Response System (VRS) to change my monthly payroll deferral amount and perform investment elections and fund transfers.
- I understand my PIN is solely for my use and agree I am responsible for safeguarding it from misuse by others.
- My total annual deferral is subject to contribution limitations defined by the Internal Revenue Code. It is my responsibility to adjust my deferral amount to comply with the law. Excess deferrals will be returned to me and reported on a W-2. I acknowledge that it is my responsibility to make sure my total deferrals fall within the specified limits.
- It is my responsibility to obtain and read a copy of the prospectus pertaining to the fund(s) to which I subscribe.

Signature of Participating Employee: I have read the Plan brochure and hereby agree to all the terms and conditions of the Plan. I hereby authorize the State Controller or other payroll office to deduct and to transmit the deferral as indicated above. This authorization will continue until I request a timely termination.

____________________________________ ____________________________

PARTICIPATING EMPLOYEE'S SIGNATURE DATE

Return to the Savings Plus Program, 1800 15th Street, Sacramento, CA 95814-6614.

INFORMATION

What happens after I send this form to the Savings Plus Program?

When your Transaction Authorization Form is received, the information will be used to establish your 401(k) Thrift Plan account or your 457 Deferred Compensation Plan (DCP) account. You will receive your PIN number and complete instructions on how to use your telephone or your computer to specify your deferral amount and investment option(s). Information about the investment options is available in the Savings Plus Program Investment Guide and on the Savings Plus Program website (www.dpa.ca.gov).

When will my deferrals begin?

Transaction Authorization Forms processed on or before the 15th of any month will have an account established and PIN assigned by the 25th of that month. You have until 1:00 p.m. the last business day of the month to access the Savings Plus Program Voice Response System (VRS)/Internet/or Customer Service Representative with your initial deferral amount and investment election.

Example: if your initial deferral and investment election is completed by 1:00 p.m. by September 30 (the last business day of the month), your deferrals will begin with the October **pay period** (the check you receive in early November).

How do I make changes in my investment options or my deferral amount?

You can access your account through the VRS and the Internet 24 hours a day, 7 days a week.

How can I restart or stop my deferral amount?

Once you have established a Savings Plus Program 401(k) Thrift Plan or a 457 DCP account, you can start and stop deferrals using the VRS or the Internet site and your PIN. If you have misplaced your PIN, you may contact the VRS or the Internet site and request that a reminder notice be sent to your address of record.

NOTE
The Internal Revenue Code restricts access to these funds. There may be significant penalties for early withdrawal. Your 457 and 401(k) plans are not ordinary savings accounts that can be drawn upon at any time.

Voice Response System (VRS):	(800) 827-5000 available 24 hours per day, 7 days per week
Internet Access:	www.drs.dreyfus.com available 24 hours per day, 7 days per week
Customer Service:	(800) 827-5000 available 8:30 a.m. – 4:00 p.m., M – F
SPP E-Mail:	saveplus@dpa.ca.gov
SPP Website:	www.dpa.ca.gov
SPP Office:	(916) 322-5070, public counter hours 8:00 a.m. – 5:00 p.m., M – F
TDD:	(916) 327-4266
Fax:	(916) 327-1885

Department of Personnel Administration
Savings Plus Program
1800 15th Street
Sacramento, CA 95814-6614